

EXHIBIT "A"
Specifications/Requirements
Hidalgo County
"Tire Disposal Services"
Bid No. 2020-091-03-18-ABV

1) OVERVIEW:

The purpose of this solicitation is to solicit sealed bids to establish a vendor to provide Tire Disposal Service with a state-registered/approved facility for Hidalgo County on an as needed basis. All services shall be provided in accordance with the specifications contained herein.

2) SCOPE

Hidalgo County disposes of scrap tires from its operations and from collection of tires illegally disposed of on its right of ways and easements. The majority of these scrap tires are from illegal disposal of tires. County sanitation crews collect these tires daily and the county disposes of them in an authorized manner using TCEQ authorized vendors.

These specifications govern the pickup, removal, and disposition of waste tires (herein called removal services) on an as needed basis after a contract is in place, including, but not limited to, passenger car, truck, tractor, heavy machinery and baled tires (herein called waste tires) accumulated at Hidalgo County's eight (8) locations. Vendors will provide pricing for tire transport and disposal based on accepting tires in 53 foot long box trailer and/or 30 yard containers. Pricing per tire based on sizes is inappropriate since the majority of tires disposed of by the county are generated from cleanup of tires disposed illegally on county right of ways. These tires can vary from passenger vehicle tires to large transportation vehicle/agricultural/industrial/off road/utility vehicle tires.

3) APPLICABLE LAWS AND STANDARDS:

Vendor is fully responsible for the proper and legal transportation, storage, and disposal or recycling of any waste material taken into custody under this contract. Any recycling, reclamation, rejuvenation, disposition, or other use of material shall comply with all federal, state, and local laws, rules, regulations, ordinances, and pertinent policies including, but not limited to:

3.1 Texas Administrative Code (TAC), Title 30, Part 1, Chapter 328, Subchapter F, Management of Used or Scrap Tires.

3.2 Texas Administrative Code (TAC), Title 30, Part 1, Chapter 330, Municipal Solid Waste.

3.3 Texas Health & Safety Code, Chapter 361, Solid Waste Disposal Act.

4) VENDOR QUALIFICATIONS: The Vendor shall be:

4.1 An established company engaged in the business of transporting used tires and scrap rubber tire pieces for a minimum of two years within the last three years, handling at a minimum each year 10,000 STU, each equal to 20 pounds of tire material

4.2 Registered by the TCEQ as a Scrap Tire Transporter and shall provide registration documents

4.3 Be in good financial standing, not in any form of bankruptcy, current in payment of all taxes and fees such as state franchise fees. Hidalgo County reserves the right to request a copy of the Vendor's audited or un-audited financial statement

When financial statements are requested, Hidalgo County will review the Vendor's audited or un-audited financial statement to this solicitation in accordance with Texas Government Code, Title 10, Subtitle D, Section 2156.007 to evaluate the sufficiency of the Vendor's financial resources and ability to perform the contract or provide the service required in the solicitation. Hidalgo County will be the sole judge in determining the sufficiency of the Vendor's financial resources and ability to perform the contract or provide the service. Factors to be reviewed include:

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- 4.3.1. Balance sheets.
- 4.3.2. Net working capital.
- 4.3.3. Current asset ratio.
- 4.3.4. Liquidity ratio.
- 4.3.5. Auditor(s) notes.
- 4.3.6. Any notes to the financial statements.

5) VENDOR REQUIREMENTS: The vendor shall:

- 5.1. Adhere to the Hidalgo County Terms and Conditions identified on the solicitation.
- 5.2. Provide a designated POC for Hidalgo County to contact for all service requirements.
- 5.3. Provide all labor, equipment, materials and supplies required to perform the service requirements.
- 5.4. Obtain, maintain and comply with all federal and local licenses and permits, regulations or ordinances required for the disposition or recycling of scrap tires and tire pieces.
- 5.5. Comply with TCEQ’s Scrap Tire Management of Used or Scrap Tire Regulations contained in TAC 30, Part 1, Chapter 328, Subchapter F, which includes as a minimum the following:
 - 5.5.1. A vehicle used for transporting scrap tires, including trailers, shall be operated safely and marked on both sides and the rear using numbers and letters at least two-inches tall. The identification shall include the name and location of the business and the TCEQ registration number (Ref. Section 328.54(d)).
 - 5.5.2. Vendor shall maintain records using a manifest system as required in 328.58 and notify the generator of any changes to a manifest (Ref. Section 328.57(c)(2)(4)).
 - 5.5.3. Vendor is required to submit an annual report of the manifest information to the TCEQ. This annual report lists the number of tires collected from each generator and the number of tires delivered to each authorized facility (Ref. Section 328.57(e)).
 - 5.5.4. Vendor shall not stockpile more than 500 scrap tires. Tires shall be hauled to an authorized facility such as a permitted landfill or a registered scrap tire facility (Ref. Section 328.57(c)(3)).
- 5.6. Ensure that used or scrap tires or tire pieces are transported to a TCEQ permitted landfill or an authorized scrap tire facility in accordance with TAC 30, Part 1, Chapter 328.54(c), Subchapter F.
 - 5.6.1. Landfills are permitted by TCEQ to accept only split, quartered, or shredded tires for disposal. No whole tires are allowed to be landfilled except for off-the-road tires used on heavy equipment. Any permitted municipal solid waste landfill site may store or process whole tires or tire pieces. Storage or processing activities shall be specified in a landfill’s permit. A separate permit is not required within the permit boundary at a municipal solid waste landfill site.
 - 5.6.2. Scrap Tire Facilities are processing operations that shred, bale, recycle or recover energy from scrap tires. Scrap tire facilities shall complete and sign an application to register with the TCEQ and submit an annual report. Scrap tire facilities that store more than 500 tires shall also register as a storage site
- 5.7. Submit current copies of required licenses, registrations and permits to Hidalgo County for the duration of the purchase order. The vendor shall maintain each license, registration and permit as Hidalgo County may at anytime during the contract period request a current copy of a license, registration or permit.

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5.8. Not charge Hidalgo County for disposal fees, weight measurements, or installation, removal, maintenance, theft or use of storage receptacles. Disposal fees are negotiated between vendor and authorized facilities.

6) SERVICE REQUIREMENTS/SPECIFICATIONS: The vendor shall:

- 6.1. Provide and maintain storage receptacles of the type and size necessary to meet the service requirements for the Hidalgo County locations designated by Hidalgo County Precincts.
- 6.2. Complete each service request within 14 calendar days from date of verbal and/or written notification for pick-up, unless otherwise mutually agreed upon.
- 6.3. Remove storage receptacles from specified locations within seven (7) calendar days after notification in writing by Hidalgo County for cancellation of service at the specified location(s).
- 6.4. Remove whole tires from rims if required by Hidalgo County
- 6.5. Load scrap tires and tire pieces from stockpiles into vendor's own transport containers or vehicles at locations where Hidalgo County has not requested storage receptacles, removing all water from the inside tire casings and pieces prior to loading.

VENDOR NOTE: Hidalgo County will not provide personnel or equipment to load tires where the vendor has not provided a storage receptacle.

- 6.6. Transport all scrap tires to a TCEQ permitted landfill or an authorized scrap tire facility.
- 6.7. Provide to Hidalgo County the Manifest so that Hidalgo County can maintain a record of each individual load of used or scrap tires or tire pieces hauled off from their business location. The vendor shall complete the manifest including the number and type of scrap tires removed from the Hidalgo County location and delivered and the locations of any whole used or scrap tires removed from the load and delivered. The vendor shall maintain a manifest record of each individual collection and delivery. The vendor shall sign the manifest acknowledging that the information on the manifest is true and correct (Ref. Section 328.58(b)).
- 6.8. Make sure the authorized facility accepting the delivery of the used or scrap tires or tire pieces complete the information on the manifest pertaining to the authorized facility identification and number or weight of tires or tire pieces accepted for delivery. A representative of the authorized facility shall sign the manifest acknowledging that the information on the manifest is true and correct (Ref. Section 328.58(c)).
- 6.9. Ensure that Hidalgo County receives the completed manifest within 60 days after the scrap tire or tire pieces were transported off-site (Ref. Section 328.58(d)). Each county department or precinct shall receive the final copy of the manifest.

7) MEASUREMENT OF SCRAP MATERIALS (and/or by weight)

- 7.1. When requested by Hidalgo County, report the number of whole passenger, truck, and oversized tires picked up.
- 7.2. When requested by Hidalgo County report the net weight of the material removed as determined by deducting the tare weight from the gross weight.

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- 7.2.1. Gross weight is the total weight of transport vehicle, with all its equipment, all passengers and driver, and the material payload and its containers.
- 7.2.2. Tare weight is the total weight of the empty transport vehicle including all equipment, empty containers, and all passengers and driver.
- 7.3. Weight measurements shall be conducted at the vendor's expense on a public scale bearing a current and valid Texas Department of Agriculture Weights and Measure approval seal. Hidalgo County will not reimburse vendor(s) for this cost.
- 7.4. Hidalgo County reserves the option to have the weight measurement be conducted in the presence of a designated Hidalgo County representative.
- 8) SAFETY:** The vendor shall provide their personnel with all required safety equipment and instruct personnel to observe all safety policies, rules and requirements at all times, including, but not limited to, wearing hard hats, safety shoes, goggles, etc.
- 9) RESPONSIBILITIES:** Hidalgo County will:
- 9.1 Provide a designated Point of Contact (Martin Ramirez, Environmental Compliance Coordinator). Each county department or precinct will also provide a name of the point of contact at their facility for vendor.
- 9.2 Deliver scrap tires and tire pieces to vendor if vendor's facility is located within Hidalgo County using county owned containers or provide space for vendor supplied collection container at county facilities
- 9.3. Request service only when vendor provided storage receptacles are projected to be full.
- 9.4. Separate non-rubber materials from scrap rubber stockpiles.
- 9.5. Complete the Generator section of a manifest for each load.
- 10) INVOICING INSTRUCTIONS:** The vendor shall provide a comprehensive and detailed invoice with reference to the basis for each item charged. Original documentation that validates the charges shall be attached. The original and one copy of the invoice shall be mailed to the address shown on the purchase order and shall include the following:
- 10.1. Purchase order number.
- 10.2. Vendor EIN.
- 10.3. Date, time and location of each service.
- 10.4. Address for location of service.
- 10.5. Documentation for each load shall include either the number of tires by size category or the following:
- 10.5.1. Copies of certified weight ticket(s).
- 10.5.2. Gross weight of loaded vehicle.
- 10.5.3. Net weight of scrap tires and tire pieces payload.
- 10.5.4. Destination where material was unloaded.
- 10.6. A completed Manifest.
- 10.7. Invoices must be submitted to each department.
- 10.8. Invoice prices shall correspond to the unit prices as bid.
- 11) POST AWARD MEETING:** Vendor(s) may be required to attend a post award meeting with Hidalgo County within ten calendar days after the award of the purchase order. The purpose of the meeting is to discuss

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the terms and conditions of the service contract document and to discuss specific service requirements/specifications

12) Hidalgo County reserves the right to seek state contracts from its memberships with their existing or new cooperatives whenever it is in the County's best interest to do so.

13) BID AWARD:

Award of contract shall be made to most responsible, responsive bidder, whose offer is determined to be the best value, taking into consideration the relative importance of price. Hidalgo County reserves the right to be the sole judge as to whether items bid will serve the purpose intended. Hidalgo County reserves the right to accept or reject in part or in whole any bid submitted, and to waive any technicalities or informalities for the best interest of the County. Hidalgo County reserves the right to award based upon individual line items, sections or total bid.

14) INSURANCE:

Prior to beginning any work under a contract, vendor shall have in-force at least the minimum insurance requirements. Refer to Exhibit "C" for specific insurance requirements.

15) PERFORMANCE OF CONTRACT

County reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default or resulting contract award

16) SUBCONTRACTOR:

Hidalgo County must receive prior notification of vendor's intent to subcontract these services. Prior Hidalgo County approval is required. Any subcontractor working under this contract shall comply with all terms and conditions of the contract as applicable, and the County shall be notified that a subcontractor is being utilized.

17) TERM OF CONTRACT

- 17.1 Term of the contract is for one (1) year period with County's option to extend the contract for an additional two (2) one (1) year under the same rates terms and conditions.
- 17.2 Hidalgo County reserves the right to continue this bid for an additional sixty (60) day Grace Period at the end of the contract term for unforeseen delays in award of new bid for next contract term.
- 17.3 In the event Hidalgo County has not obtained another service contract by the expiration date of the term of contract, Hidalgo County at its discretion may extend the contract on a month-month basis until such time as a new contract is awarded.

18) TERMS AND CONDITIONS OF SERVICE:

1. Removal services shall be on an "as needed basis". The vendor shall be notified of the requirement for services by written purchase order or verbally with confirmation in writing by facsimile (FAX), by mail, or by electronic transmission. Any waste tires at County's eight (8) locations on the effective date of this contract shall be removed as a part of this contract as if the material were accumulated after the effective date of the contract. Vendor shall complete each service request within fourteen (14) working days from the date of notification unless other arrangements are made with the County beforehand. All or part of a specific waste tire accumulation location may require removal services and will be at the direction of the County department. Each department will determine the minimum amount of tires they will accumulate (based on their storage capacity) before scheduling for pickup service. As an alternative and with prior approval of the County, the vendor may establish scheduled appointments to pick up material from locations shown in Attachment A of the Request for Bids (RFB) *and/or other sites as may be added during*

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the contract period. County representatives at each location may monitor contract performance. Local contract issues and all serious non-performance issues shall be referred to the Hidalgo County Purchasing Department.

2. Space permitting and with approval of the County, vendor may locate collection receptacles (i.e., roll-offs or trailers) for the accumulation of waste tires at a County facility or any other location approved by the County. No reimbursement shall occur for any vendor expense related to the installation, removal, maintenance, or use of such collection receptacles.
3. The amount of waste tires available for collection at any County department shall be counted by vendor’s personnel and verified by department’s designated employee(s). Copies of receipt tickets and manifests shall be submitted with a vendor’s invoice for payment of services rendered. The name of the pick-up location and location address shall appear on all pick-up tickets and manifests. Each County location shall be billed separately.
4. Hidalgo County Precincts 1, 2, 4 and Sheriff’s Office will be scheduled for a **MINIMUM** of one (1) weekly pickup based on the following schedule. If additional trips are necessary, these will be scheduled for either Tuesdays or Thursdays. Precinct No. 3, and any other County departments requiring this service, will be scheduled on an as-needed basis. Any schedule changes must be approved by the respective County department(s).
 - a) Mondays-Precinct No. 1
 - b) Wednesdays-Precinct No. 2
 - c) Fridays-Precinct No. 4
 - d) Tuesdays and Thursdays-as needed-Precinct No. 3 and other County departments.
5. The following alternatives/options may assist in avoiding unnecessary trips to any one (1) particular site, or to request additional pickups.
 - a) The department(s) may notify your office;
 - b) Vendor may check with the respective department(s); or
 - c) Vendor’s driver(s) can verify the need during their route.

19) LOCATIONS OF COLLECTION SITES

Hidalgo County currently has a total of EIGHT (8) Tire Collection sites. The following are the physical directions to said sites:

1. **PRECINCT NO. 1:**
 - a) Mercedes - 3 miles South on Mile 1 East off Business 83.
 - b) Sunrise Hill Park - 3 Miles East on Mile 11 North off F.M. 1015; 2 Mile North on Mile 12 West.
 - c) Donna - 3 Miles South on F.M. 493 off Business 83; 2 Mile East on Mile 42 West.
 - d) Monte Collection Site- – FM 88 & MILE 20 on MILE 5 1/2
2. **PRECINCT- NO. 2:**
 - a) 1 Mile East of South Tower Rd. on El Gato Rd.
3. **PRECINCT –NO. 3:**
 - a) Peñitas (Landfill) - 1 Mile South F.M. 1427 off Expwy. 83; 3 Mile West on Old Military Hwy.

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4. **PRECINCT- NO. 4:**
 - a) Edinburg - Doolittle Road North of East Richardson Blvd.

5. **SHERIFF'S OFFICE**
 - a) Edinburg-Motorpool-711 Cibolo Road

20. ADDITIONAL INFORMATION:

All costs and expenses associated with the preparation and submission of all (bid, proposals, statements of qualifications (RFQ) and quotes shall be responsibility of the bidder and no reimbursements for such charges or expenses shall be passed on to HIDALGO COUNTY

REQUEST FOR CLARIFICATIONS:

Hidalgo County is also requesting that any and all questions, inquiries and clarifications regarding quotes, bids, proposals or statement of qualifications be addressed to Martha L. Salazar, Purchasing Agent, Attn: Alexandra Vela at 2812 S. Business Hwy. 281 (Administration Bldg), Edinburg, Texas 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA EMAIL TO:

alexandra.vela@co.hidalgo.tx.us BY NO LATER THAN, Monday, March 09, 2020 by 5:00 p.m.
Responses to said inquiries will be sent to all applicants via email by no later than Wednesday, March 11, 2020 by 5:00 p.m.